

BOARD MEETING
POTOMAC CURLING CLUB
Minutes - January 16, 2005

I. Call to order: 2:51pm

Board members in attendance: George Shirk, Rich Collins (Treasurer), Barry Nichols, Dom Banville (President), Nick Datlowe, FL Ettlín (Secretary), Michael Fry, John Bittner, Barry Bass

Board members absent: Ann Drummie, Kate Monagan

Non-members in attendance: Neil C., Rebecca Baxter

II. Secretary's report

A. Minutes of Oct. 18th, 2004 Minutes

MOTION: approve as written - (1st - Collins, 2nd Datlowe)

VOTE: Passed

B. Minutes of Dec. 12th, 2004

MOTION: approve, with addition of Barry Nichols as attending (1st - Collins, 2nd Nichols)

VOTE: Passed

C. Action Items follow-up:

- i. Dom/Rich follow up with list of people who have donated. Rich has sent out the last of letters for donations in '04.
- ii. Dom to find out if college is full/part-time. Website has student eligibility - undergrad = full-time, grad students = half-time+
- iii. Rich provide copy of insurance policy to Bittner? (Collins put Bittner in touch with Steve Gutro who provided our policy.)
- iv. Barry Bass supposed to check files for missing info - had found 3 of 4 missing receipts for Rich Collins.
- v. Collins sent CORE and Treasurer reports, but not the Bonspiel report from Inaugural.. is waiting on receipt for engraving pins.
- vi. Collins will email payment plan reminders and/or write letters if email address is not available.
- vii. George does not have an answer yet for volunteers for Booze Allen Golf Tournament should come forward (**ACTION AGAIN**)
- viii. Nothing happened for night of Jan 8th, so action item of Ann checking with Jon wasn't important
- ix. **ACTION ITEM** - Dom to ask Bill White to leave Spanner Banner for Dom or Rebecca for labeling before distribution
- x. Neil C. to ask Rebecca to do a PR Release for GNCC Playdowns

xi. Dom has been following up with number of teams for the Mixed Nationals

xii. Sales Tax - Collins asked Scott to check on ramifications of Sales Tax & Use license.
(**ACTION ITEM** - Rich to follow up with Scott)

III. Treasurer's report

There is almost 73k in the bank, Collins has sold the stock that had been donated for a little bit of profit over intended amount.

Another returned check came back - from Cathy Harlow. GNCC Dues needs to go out, is confirming number. Paid 25k to WCF in November. Will be a big month - about 4k worth of GNCC and USCA and USWCA dues going out the door in addition to normal bills.

Nichols requested breakdown from carry over from prior year, or specially designated funds (about 50k spread that needs explanation.) **ACTION - Collins and Nichols to talk about treasurer's report offline to make sure reconciliation is properly shown on report.**

Have gotten in over 16k for the Kitchen, even after appropriate buying pots & pans and other supplies.
ACTION - FL to look up old minutes and email it to the Board.

Nichols: Made a suggestion that any extra monies left over in the kitchen fund be redirected to the bar fund first, and any balance remaining after the bar that the funds be released to general use or special use. Most Board Members are comfortable with the suggestion; however George Shirk is not happy with the thought of redirecting money to the Bar Fund if they wanted to see money go to the general fund instead of the bar. Maybe do a percentage wise breakdown. This discussion is just informational - will revisit this at the next Board Meeting after reviewing prior minutes. **ACTION: Dom to put this on as old business at the next meeting.**

ACTION - Collins to email treasurer's report to include missing pages in copies.

IV. Old Business

A. January Open House - about 140 people attended, per Michael Fry. About 18 - 20 people took the LTC. Probably converted about 10 of 20 people into rookie members. Michael Fry to work on following up with first-half rookie members. Collins to add them in the follow-up emails that are going to payment plans. Former members that didn't come out for the fall, should also give them a reminder to join in the 2nd half. Photographer from Howard County - Columbia Flyer? has at least one picture in the Thursday the 13th paper.

B. Rentals Update: They just keep coming in.. (per Bittner). Trying to keep a list of names and contact information. The Lockheed Martin group was fabulous. Suggestion is to consider raising the rates for rentals next season. Discussion about possible rates, plus if we should have a better rate for other non-profits? Question is should we also have an age limit to keep the youngins from running crazy. We do have an obligation under the 503C to do curling for the community. A contact from the Seed School in SE DC contacted Bittner, (school started by 2 guys, now have 3 new buildings and are live-in students from Monday to Friday.) 100% of first graduating class went to college! They want to come out and curl. They are interested in having an on-going situation - a competitive program - at least one day per week. They will bus them out, but are trying to work out the schedule to fit them in before leagues each day.. older kids won't be out until about 4:30pm. They are going to call back Bittner and say when School staff is going to come out, and also to find out how long it takes to get here? Collins asked if maybe staff might be willing to have 1 or 2 people trained to teach. Look up SEED School on the web. Or Bittner will send out email with their URL. Nichols suggested maybe looking into partnering with the school.. treat it as a learning experience for us as well as them. **COLLINS to dig up the 503C requirements for the Board to read. ACTION - John Bittner to update suggested policy for next Board Meeting**

C. Mixed National update: Tim Harwood has approached Outback about catering for the Mixed Nationals Banquet.. in return for catering at no charge, we'd give them the Gold Package. They Loved the presentation, but the date is a challenge because the truck they normally use is not available on the 19th.. our second option is the 17th (Thursday night) for the party. Third option was to use them for End of Year banquet for the Gold Package at the Mixed Nationals. (Neil C. suggests approaching the power company and the bank.) Joan Twigg has found our 1k sponsor, (TW Perry) so far. There are some in the works. We have also sold big ads already. Neil C. Suggested checking with the MD Tourism Department for ad sales. Tim Harwood is going to PG County meeting. Via Email: Pin sales are underway.. Shirts are into profits already.. Vests are on the way, Hats are in hand., Black Polo, Black Vest, Grey & Black long sleeved fleeces. **ACTION ITEM - DOM To forward email from Scott regarding the Mixed National Update.** Neil C. suggested approaching the Congressional Staff from the areas that the teams are coming from so they can come out and glad-hand.. Bunches of letters from political types such as Mayer, etc.. are going to be sent.

D. Insurance Policy - Liquor Policy. Bittner has not been able to get any information from Steve yet. Has only called once, **but will start following-up this week.**

E. Letters to donors - already mentioned above under action items

F. GNCC Playdowns -

- i. Liquor License for Fri/Sat? - Rich has filled it out, needs Kate's info to call her. **COLLINS to get License**
- ii. Ice? - Nichols says we'll have ice.
- iii. Press Release? - Taken care of, might get in weekend post, and in the times - not in the Sunday Source.
- iv. Who is taking care of snacks? (Mark Hartz is going to be out of pocket until after inauguration)

V. New Business

A. Fund Raising Committee Report - Some disconnect evidenced between Jay Davies and the intention of the Board of Directors for Fund Raising. Jay appears to be hoping that people will come to him with ideas about fund raising and that he should support those efforts, instead of driving new efforts in fund raising. Suggestion from Collins is to make sure Fund Raising committee takes responsibility for auctions during bonspiels - that may make it easier to get bonspiel chairman volunteers. **Dom & Nichols to meet with Jay and determine if he can go forward in a focused manner or not. If not, get someone who can go forward with purpose.** New ideas -getting sponsor from a bar (needs a liquor license for that) to help support the bar. Also doing advertising out on the ice. Discussion of liquor license or beer/wine license. Bring back discussion of Liquor License on the March meeting agenda. Booze Allen classic information: June 6 - 12, 2005. Washington Golf Charities - starting '04 - all monies raised will stay in the local area. John Bittner will follow-up on Booze Allen

B. Ladies league fund raising - discussed in A

C. Day for the Inaugural - Possibles.. Oct. 20-23, Oct 27-30. Discussion about what other events might be opposite us. Neil C suggests that Derek be the person to mail things, to keep the warm and fuzzy. **Michael Fry to check on calendar to see which weekend has best non-conflicts. Also with Barry Bass hook up with when Open House and LTC would be best scheduled. Please send it out prior to the next meeting, so we could have publicity for it during the Mixed Nationals and the Cherry Blossom.**

D. Salt Lake Visitors buro - **FL to let them know, only on our ice.**

E. Which day for the Banquet this year? Tentatively Set for June 4th

F. Letterhead - John Bittner send around a proposed new letterhead. We like it..

VI. Next meeting - Feb 20th - 2:30pm

Neil C - What happened to all the trophies? **Nick Datlowe going to put out a call for trophy return.**

Neil C - Do we have instructor clinic again? How about officiating? Will request.

MOTION: Adjourn (1st - Datlowe, 2nd – Collins)

VOTE: adjourned at 4:56pm